

**City Administrator
Adopted Budget – FY 2006/07**

City Administrator

DEVELOPMENT SERVICES

**CITY ADMINISTRATOR'S
OFFICE**

CITY SERVICES

DEVELOPMENT SERVICES

10030104

Deputy City Administrator
Administrative Assistant
Office Assistant II

INTERGOVERNMENTAL
RELATIONS

10030201

Administrative Analyst Senior

PUBLIC INFORMATION

10030301

Community Relations Officer

10030101

Executive Assistant

CITY SERVICES

10030401

Deputy City Administrator
Administrative Assistant

HUMAN RESOURCES

10030402

Human Resources Manager

RECRUITMENT AND RETENTION

10030403

Personnel Analyst Principal (2)
Personnel Assistant (2)

EMPLOYEE RELATIONS

10030404

Personnel Analyst Principal
Personnel Analyst Senior
Payroll Analyst
Senior Payroll Technician
Payroll Technician
Personnel Assistant

EMPLOYEE BENEFITS

10030501

Personnel Assistant

EMPLOYEE SAFETY

10030503

Risk Manager
Safety Officer
Claims Supervisor
Senior Workers' Comp Examiner (3)
Administrative Secretary
Office Assistant II

City Administrator's Office

The City Administrator's office has responsibility for the city's day-to-day operations and provides oversight of the City departments. The City Administrator implements City Council policy and ensures that services are delivered in an efficient and effective manner.

Development Division

The Development Division supports day-to-day operations of Intergovernmental Relations and Public Information and provides oversight of the Building and Safety, Economic Development, Planning, and Public Works Departments.

Intergovernmental Relations serves as a liaison with other government entities, monitors state and federal legislation, and helps coordinate the city's grant seeking efforts.

Public Information provides a variety of direct and indirect communications opportunities between City officials and the community. These include the City's cable TV station, on-line newsletters, press releases, the Sands Recreation Guide, and the City's website. Public Information is also involved in coordinating special events.

City Services Division

The City Services Division oversees operations of Human Resources including Risk Management, Employee Safety and Employee Benefits. In addition, it provides oversight of the Community Services, Information Services and Library Services Departments.

Human Resources supports the City in the selection and development of competent employees. It is responsible for coordination of performance evaluations, the disciplinary process, labor relations, the retirement program, payroll and benefits.

Risk Management is responsible for managing the City's risk and employee safety. It coordinates the City's insurance, investigates and settles claims against the City, and recovers damages to City assets.



City Administrator

Ongoing Activities & Projects

City Administrator's Office

- Provide citywide leadership, management, oversight, evaluation, strategic planning, budget coordination and financial planning
- Receive and coordinate responses to approximately 450 written citizen inquiries annually; response goal is within five business days 75 percent of the time
- Coordinate and manage the City Council agenda process
- Provide administrative support, customer service, and reception to the more than 20,000 public contacts and visitors



Development Division

Intergovernmental Relations

- Coordinate the City's involvement in regional and state agencies including assisting council members in participating in regional and state policy bodies
- Provide analysis of and response to proposed and enacted Federal & State legislation impacting the city
- Assist with the generation of funding from grants including researching funding opportunities and oversight of the eCivis Grants Locator Service

Public Information

- Manage and administer operations of public information and cable television functions
- Establish and maintain relationships with as well as respond to inquiries from members of broadcast and print media, including four different newspapers
- Coordinate city information with respect to publications, press releases, media responses and website content

City Services Division

Human Resources

- Manage employee recruitment, testing and selection process
- Plan and implement citywide training programs
- Coordinate monthly labor relations meetings follow-up items and issues
- Manage safety and miscellaneous CalPERS/PARS Contract
- Manage the classification and compensation plan
- Manage the labor relations process
- Provide regular training for employees regarding use of the benefits programs

Risk Management

- Prepare annual risk management report including claims statistics, evaluation, insurance coverage, and renewals
- Investigate, evaluate, process and settle or deny all liability claims
- Process property, liability, and benefit insurance renewals and file claims for reimbursement
- Process 14,000 insurance certificates annually and monitor compliance
- Coordinate and process on-going Workers' Compensation claims
- Maintain an occupational health and safety exposure reduction program

City Administrator

Performance Measures

City Administrator:

| | FY 2005/06 | FY 2006/07 Budget | FY 2006/07 Projected |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|-------------------------|
| Objective: 1. Manage city resources to ensure expenditures do not exceed resources by bringing the city operational budget within 5% of authorization. | | | |
| Measure: % expenditures brought within authorization | N/A | 5% | 5% |
| Objective: 2. Respond to 90% of all citizen inquiries within 24 hours with resolution of 80% of inquiries within ten business days. | | | |
| Measure: % of inquiries responded to within 24 hours | N/A | 90% | 90% |
| % of inquiries resolved within ten business days | N/A | 80% | 80% |
| Objective: 3. Administration of community survey to collect feedback on quality of public services. | | | |
| Measure: Analyze survey results data and create benchmarks to improve City service delivery and options | N/A | Yes | Yes |
| Objective: 4. Complete strategic plan and first-year work plan to include benchmarks and deadlines for identified projects. | | | |
| Measure: Strategic plan and first-year work plan completed | N/A | Yes | Yes |
| <u>Development Services:</u> | | | |
| Objective: 1. Public Information: Increase visits to City's web site by 10%. | | | |
| Measure: % increase in visits to City's website | N/A | 10% | 10% |
| Objective: 2. Public Information: Increase the number of pre-produced programs on Channel 3 by 20%. | | | |
| Measure: % increase in Channel 3 pre-produced programs | N/A | 20% | 20% |
| Objective: 3. Public Information: Increase the number of press releases regarding the City's services and programs by 10%. | | | |
| Measure: % increase in number of press releases | N/A | 10% | 10% |

City Administrator

Performance Measures

Development Services (continued):

| | FY 2005/06 | FY 2006/07 Budget | FY 2006/07 Projected |
|--------------------------------------------------------------------------------------------------------------------------|------------|----------------------|-------------------------|
| Objective: | | | |
| 4. Intergovernmental Relations: Increase by 1% City Council participation in regional, state, and federal policy bodies. | | | |
| Measure: | | | |
| % increase in participation in policy bodies | N/A | 1% | 1% |
| Objective: | | | |
| 5. Intergovernmental Relations: Increase by 5% the funding from outside sources. | | | |
| Measure: | | | |
| % increase in outside funding sources | N/A | 5% | 5% |

City Services:

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Objective: | | | |
| 1. Human Resources: Complete fifty percent (50%) of annual open competitive recruitments within thirteen (13) weeks from date of requisition. | | | |
| Measure: | | | |
| % of open competitive recruitments completed within 13 weeks | N/A | 50% | 50% |
| Objective: | | | |
| 2. Human Resources: Promote targeted training to achieve attendance for each supervisory/management employee at four sessions per fiscal year, and for all other employees to attend at least two sessions per fiscal. | | | |
| Measure: | | | |
| # of targeted training sessions per supervisory/management employee | N/A | 4 | 4 |
| # of targeted training sessions per all other employees | N/A | 2 | 2 |
| Objective: | | | |
| 3. Risk Management: Evaluate and implement measures to reduce the frequency and/or severity of loss exposures by 10%. | | | |
| Measure: | | | |
| % reduction in frequency and/or severity of loss exposures | N/A | 10% | 10% |
| Objective: | | | |
| 4. Risk Management: Implement a "Defensive Driver" program to reduce vehicular/equipment accidents by 10%. | | | |
| Measure: | | | |
| % reduction in vehicular/equipment accidents | N/A | 10% | 10% |



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
All Funds by Object Account



DEPARTMENT

| Expenditure Object Account | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Percent Change From Prior Year |
|-------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 2,034,404 | 2,129,586 | 1,948,211 | 2,089,501 | 2,089,501 | 2,361,636 | 13.02% |
| Salaries, Temporary | 185,757 | 31,977 | 49,871 | 72,000 | 72,000 | 72,000 | 0.00% |
| Salaries, Overtime | 5,316 | 2,350 | 2,590 | 2,850 | 2,850 | 4,423 | 55.19% |
| Termination Pay Outs | 15,735 | 6,977 | | | | | |
| Benefits | 537,560 | 634,310 | 582,256 | 714,353 | 714,353 | 860,607 | 20.47% |
| PERSONAL SERVICES | 2,778,773 | 2,805,198 | 2,582,928 | 2,878,704 | 2,878,704 | 3,298,666 | 14.59% |
| OPERATING EXPENSES | | | | | | | |
| Utilities | 3,872 | 70 | 35 | | | | |
| Equipment and Supplies | 167,390 | 157,031 | 226,867 | 297,250 | 422,741 | 454,625 | 52.94% |
| Repairs and Maintenance | 19,207 | 1,080 | 109 | 63,000 | 63,000 | 12,100 | -80.79% |
| Conferences and Training | 54,549 | 50,092 | 89,582 | 117,000 | 185,000 | 226,350 | 93.46% |
| Professional Services | 492,354 | 3,906,232 | 3,183,229 | 4,141,000 | 4,210,029 | 3,595,500 | -13.17% |
| Other Contract Services | 31,360 | 113,177 | 10,751 | 59,000 | 59,000 | 191,680 | 224.88% |
| Rental Expense | 130 | | | | | | |
| Claims Expense | 24,281,084 | 7,953,098 | 3,513,339 | 3,425,000 | 3,425,000 | 2,200,000 | -35.77% |
| Insurance | 1,419,257 | 2,581,753 | 1,898,757 | 3,675,000 | 3,675,000 | 2,775,000 | -24.49% |
| Payments to Other Governments | | | 11,944 | | | | |
| Expense Allowances | 18,977 | 18,342 | 17,609 | 29,750 | 29,750 | 22,950 | -22.86% |
| Other Expenses | | | 1,837 | 3,200 | 3,200 | 250 | -92.19% |
| OPERATING EXPENSES | 26,488,181 | 14,780,876 | 8,954,058 | 11,810,200 | 12,072,720 | 9,478,455 | -19.74% |
| CAPITAL EXPENDITURES | | | | | | | |
| Improvements | | | | 13,000 | 13,000 | 12,000 | -7.69% |
| Equipment | 663 | | | | 100,000 | | |
| CAPITAL EXPENDITURES | 663 | | | 13,000 | 113,000 | 12,000 | -7.69% |
| NON-OPERATING EXPENSES | | | | | | | |
| Debt Service Expenses | 29,839 | | | | | | |
| Transfers to Other Funds | 160,148 | | | | | | |
| Payroll Charges | | -11,761,292 | -3,883,239 | -5,872,121 | -5,872,121 | -5,262,282 | -10.39% |
| NON-OPERATING EXPENSES | 189,987 | -11,761,292 | -3,883,239 | -5,872,121 | -5,872,121 | -5,262,282 | -10.39% |
| Grand Total(s) | 29,457,603 | 5,824,782 | 7,653,747 | 8,829,783 | 9,192,303 | 7,526,839 | -14.76% |
| General Fund | 7,145,639 | 5,142,604 | 7,313,450 | 8,779,783 | 9,041,590 | 7,526,839 | -14.27% |
| Other Funds | 22,311,964 | 682,178 | 340,297 | 50,000 | 150,713 | 0 | |
| Grand Total(s) | 29,457,603 | 5,824,782 | 7,653,747 | 8,829,783 | 9,192,303 | 7,526,839 | -14.76% |

| | | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|
| Personnel Summary | 34.00 | 30.00 | 29.00 | 29.00 | 29.00 | 29.00 | 0.00 |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
General Fund Division by Object Account



DIVISION

| Expenditure Object Account | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Percent Change From Prior Year |
|-----------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| Administration | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 709,482 | 587,142 | 603,002 | 270,337 | 270,337 | 276,040 | 2.11% |
| Salaries, Temporary | 122,734 | | | 12,000 | 12,000 | 12,000 | 0.00% |
| Salaries, Overtime | | | 126 | | | | |
| Benefits | 170,625 | 148,032 | 178,220 | 84,523 | 84,523 | 78,405 | -7.24% |
| PERSONAL SERVICES | 1,002,841 | 735,174 | 781,348 | 366,860 | 366,860 | 366,445 | -0.11% |
| OPERATING EXPENSES | | | | | | | |
| Utilities | 82 | | 35 | | | | |
| Equipment and Supplies | 43,001 | 29,372 | 41,646 | 28,000 | 28,000 | 17,600 | -37.14% |
| Conferences and Training | 33,326 | 14,862 | 13,823 | 32,000 | 32,000 | 25,000 | -21.88% |
| Professional Services | 91,000 | 27,184 | 12,110 | | 16,641 | 18,000 | |
| Other Contract Services | 3,129 | | | | | | |
| Expense Allowances | 13,086 | 12,420 | 13,113 | 15,750 | 15,750 | 9,950 | -36.83% |
| Other Expenses | | | 1,700 | 200 | 200 | | -100.00% |
| OPERATING EXPENSES | 183,623 | 83,838 | 82,427 | 75,950 | 92,591 | 70,550 | -7.11% |
| CAPITAL EXPENDITURES | | | | | | | |
| Improvements | | | | 13,000 | 13,000 | 12,000 | -7.69% |
| CAPITAL EXPENDITURES | | | | 13,000 | 13,000 | 12,000 | -7.69% |
| Administration | 1,186,464 | 819,013 | 863,775 | 455,810 | 472,451 | 448,995 | -1.50% |

Significant Changes

| Permanent Personnel | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Change from Prior Year |
|------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| City Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Assistant City Administrator | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Admin Analyst, Principal | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Admin Analyst, Sr. | 2.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Assistant II | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 8.00 | 7.00 | 5.00 | 2.00 | 2.00 | 2.00 | 0.00 |



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
General Fund Division by Object Account



DIVISION

| Expenditure Object Account | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Percent Change From Prior Year |
|-------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| City Services | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 1,142,501 | 1,458,621 | 1,256,609 | 1,458,926 | 1,458,926 | 1,665,263 | 14.14% |
| Salaries, Temporary | 12,451 | 17,997 | 32,398 | 35,000 | 35,000 | 35,000 | 0.00% |
| Salaries, Overtime | 4,706 | 2,350 | 2,464 | 2,850 | 2,850 | 4,423 | 55.19% |
| Termination Pay Outs | | 6,977 | | | | | |
| Benefits | 313,737 | 461,426 | 381,069 | 508,978 | 508,978 | 628,642 | 23.51% |
| PERSONAL SERVICES | 1,473,395 | 1,947,370 | 1,672,540 | 2,005,754 | 2,005,754 | 2,333,328 | 16.33% |
| OPERATING EXPENSES | | | | | | | |
| Equipment and Supplies | 36,120 | 39,126 | 53,453 | 87,000 | 117,903 | 228,225 | 162.33% |
| Repairs and Maintenance | 4,100 | | | 50,000 | 50,000 | 7,100 | -85.80% |
| Conferences and Training | 14,479 | 28,875 | 67,842 | 70,000 | 138,000 | 177,850 | 154.07% |
| Professional Services | 226,735 | 3,069,612 | 2,697,349 | 3,936,000 | 3,877,815 | 3,412,500 | -13.30% |
| Other Contract Services | 24,128 | 112,976 | 10,330 | 44,000 | 44,000 | 176,680 | 301.55% |
| Rental Expense | 130 | | | | | | |
| Claims Expense | 2,381,718 | 7,953,098 | 3,513,339 | 3,425,000 | 3,425,000 | 2,200,000 | -35.77% |
| Insurance | 1,419,257 | 2,581,753 | 1,898,757 | 3,675,000 | 3,675,000 | 2,775,000 | -24.49% |
| Payments to Other Governments | | | 11,944 | | | | |
| Expense Allowances | 5,885 | 5,908 | 4,472 | 6,000 | 6,000 | 6,000 | 0.00% |
| Other Expenses | | | 137 | 3,000 | 3,000 | | -100.00% |
| OPERATING EXPENSES | 4,112,552 | 13,791,348 | 8,257,622 | 11,296,000 | 11,336,718 | 8,983,355 | -20.47% |
| CAPITAL EXPENDITURES | | | | | | | |
| NON-OPERATING EXPENSES | | | | | | | |
| Payroll Charges | | -11,761,292 | -3,883,239 | -5,872,121 | -5,872,121 | -5,262,282 | -10.39% |
| NON-OPERATING EXPENSES | | -11,761,292 | -3,883,239 | -5,872,121 | -5,872,121 | -5,262,282 | -10.39% |
| City Services | 5,585,947 | 3,977,427 | 6,046,923 | 7,429,633 | 7,470,351 | 6,054,401 | -18.51% |

Significant Changes

The reclassification of two Workers Comp Claims Examiner FTEs is primarily responsible for the increase to Personal Services. This position requires reclassification to the "Senior" level once incumbents have met certain "time-in-grade" and related training and certification requirements. In addition, one Office Assistant II FTE will be transferred to the Development Division. Increases to Equipment and Supplies come from several new initiatives: implementation of a document imaging program requires an additional \$50,000; Human Resources, Recruitment and Retention is requesting \$43,200 to purchase computer supplies; and, a new City-wide "Employee Training and Development" program requires \$33,000 in start-up funding. This City-wide training program also requires an increase of \$50,000 to the Conferences and Training budget. The additional \$50,000 increase will cover MEA tuition reimbursement/training. The change in Professional Services is due to reductions in Risk Management and increases for Recruitment and Retention, Employee Relations, and Employee Benefits. Other Contract Services increases are within the Employee Relations program (\$20,000) and Employee Benefits (\$112,700). Claims Expense reductions of \$225,000 are related to Risk Management. Insurance costs for property-related claims is reduced by \$500,000, while Workers Comp insurance is reduced by \$100,000.



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
General Fund Division by Object Account



DIVISION

City Services

| | FY 2002/03 | FY 2003/04 | FY 2004/05 | FY 2005/06 | FY 2005/06 | FY 2006/07 | Change from |
|-----------------------------------------|---------------|---------------|---------------|----------------|----------------|----------------|-------------------|
| Permanent Personnel | Actual | Actual | Actual | Adopted | Revised | Adopted | Prior Year |
| Deputy City Administrator | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Director of Administrative Services | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Risk Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Personnel Analyst, Principal | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Admin Analyst, Principal | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefits Manager | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Safety Officer | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Analyst, Sr. | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Personnel Analyst, Sr | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Claims Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Workers' Comp Examiner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 3.00 | 2.00 |
| Workers Comp Claims Examiner | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 | (2.00) |
| Payroll Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Payroll Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Payroll Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Personnel Assistant | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Secretary MEA | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Office Assistant II Transfer out | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 | 1.00 | (1.00) |
| Total | 22.00 | 22.00 | 22.00 | 23.00 | 23.00 | 22.00 | (1.00) |



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
General Fund Division by Object Account



DIVISION

| Expenditure Object Account | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Percent Change From Prior Year |
|-----------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| Development | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 85,993 | 83,822 | 88,601 | 360,238 | 360,238 | 420,333 | 16.68% |
| Salaries, Temporary | | 13,980 | 17,472 | 25,000 | 25,000 | 25,000 | 0.00% |
| Salaries, Overtime | 285 | | | | | | |
| Benefits | 22,175 | 24,851 | 22,967 | 120,852 | 120,852 | 153,560 | 27.06% |
| PERSONAL SERVICES | 108,453 | 122,654 | 129,040 | 506,090 | 506,090 | 598,893 | 18.34% |
| OPERATING EXPENSES | | | | | | | |
| Utilities | 3,790 | 70 | | | | | |
| Equipment and Supplies | 82,607 | 86,203 | 127,257 | 182,250 | 182,250 | 208,800 | 14.57% |
| Repairs and Maintenance | 1,001 | 1,080 | 109 | 13,000 | 13,000 | 5,000 | -61.54% |
| Conferences and Training | 6,066 | 3,716 | 6,417 | 15,000 | 15,000 | 23,500 | 56.67% |
| Professional Services | 168,946 | 132,227 | 139,482 | 155,000 | 259,448 | 165,000 | 6.45% |
| Other Contract Services | 1,703 | 200 | 421 | 15,000 | 15,000 | 15,000 | 0.00% |
| Expense Allowances | | 15 | 25 | 8,000 | 8,000 | 7,000 | -12.50% |
| Other Expenses | | | | | | 250 | |
| OPERATING EXPENSES | 264,113 | 223,511 | 273,711 | 388,250 | 492,698 | 424,550 | 9.35% |
| CAPITAL EXPENDITURES | | | | | | | |
| Equipment | 663 | | | | 100,000 | | |
| CAPITAL EXPENDITURES | 663 | | | | 100,000 | | |
| Development | 373,228 | 346,164 | 402,752 | 894,340 | 1,098,788 | 1,023,443 | 14.44% |

Significant Changes

An existing Office Assistant II FTE is transferred from the City Services Division to provide support to the Public Information program (Development Division). Within the operating expense group, Equipment and Supplies increased \$25,000 to pay for Dues and Memberships to various professional organizations. The Conferences and Training budget increased by \$8,500 for additional training for the Public Information program. Contracts for governmental lobbyist services in the Intergovernmental program requires an increase of \$10,000 to the Professional Services budget.

| Permanent Personnel | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Change from Prior Year |
|---------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| Deputy City Administrator | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Community Relations Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Admin Analyst Sr NA | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Administrative Assistant | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Media Production Coordinator | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Assistant II Transfer in | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Total | 1.50 | 1.00 | 2.00 | 4.00 | 4.00 | 5.00 | 1.00 |



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
Other Funds by Object Account



OTHER FUNDS

| Expenditure Object Account | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Percent Change From Prior Year |
|---------------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| Donations, Property Tax Override | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 96,428 | | | | | | |
| Salaries, Temporary | 50,572 | | | | | | |
| Salaries, Overtime | 326 | | | | | | |
| Termination Pay Outs | 15,735 | | | | | | |
| Benefits | 31,024 | | | | | | |
| PERSONAL SERVICES | 194,084 | | | | | | |
| OPERATING EXPENSES | | | | | | | |
| Equipment and Supplies | 5,662 | 2,330 | 4,510 | | 94,588 | | |
| Repairs and Maintenance | 14,106 | | | | | | |
| Conferences and Training | 678 | 2,639 | 1,500 | | | | |
| Professional Services | 5,673 | 677,209 | 334,288 | 50,000 | 56,126 | | |
| Other Contract Services | 2,400 | | | | | | |
| Claims Expense | 21,899,366 | | | | | | |
| Expense Allowances | 7 | | | | | | |
| OPERATING EXPENSES | 21,927,893 | 682,179 | 340,297 | 50,000 | 150,713 | | |
| CAPITAL EXPENDITURES | | | | | | | |
| NON-OPERATING EXPENSES | | | | | | | |
| Debt Service Expenses | 29,839 | | | | | | |
| Transfers to Other Funds | 160,148 | | | | | | |
| NON-OPERATING EXPENSES | 189,987 | | | | | | |
| Administration | 22,311,964 | 682,179 | 340,297 | 50,000 | 150,713 | | |

Significant Changes

| |
|--|
| |
|--|

| Permanent Personnel | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Change from Prior Year |
|------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| Television Producer/Director | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Media Production Coordinator | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 2.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Revenue Summary | FY 2001/02 Actual | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Adopted | FY 2004/05 Revised | FY 2005/06 Proposed | Change from Prior Year |
|-----------------------------------------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|------------------------|---------------------------|
| Additional revenue may apply from funds assigned to other Departments | | | | | | | |
| 00123 Donations Best Program | 11,863 | | | | | | 0 |
| 00124 Donations Human Task Force | 4,996 | | | | | | 0 |
| 00208 Public Communications | 580,807 | 2,131 | | | | | 0 |
| 00707 Employee's Rate Contingency | 21,950,117 | 12,535,679 | 44,300 | 1,168,187 | 1,168,187 | 1,362,000 | -193,813 |
| Total | 22,514,065 | 12,533,548 | 44,300 | 1,168,187 | 1,168,187 | 1,362,000 | -193,813 |



City Administrator
Adopted Budget - FY 2006/07
Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

| Division / Business Unit | FY 2002/03 Actual | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Adopted | FY 2005/06 Revised | FY 2006/07 Adopted | Percent Change From Prior Year |
|-----------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| City Administrator | | | | | | | |
| ADM Administration | | | | | | | |
| 10030101 City Administrator's Office | 1,124,224 | 818,859 | 863,548 | 455,810 | 472,451 | 448,995 | -1.50% |
| 10030103 BEST Program | 62,240 | 153 | 227 | | | | |
| ADM Administration | 1,186,464 | 819,013 | 863,775 | 455,810 | 472,451 | 448,995 | -1.50% |
| CS City Services | | | | | | | |
| 10030401 City Services | 393,530 | 408,557 | 315,769 | 342,633 | 418,685 | 386,197 | 12.71% |
| 10030402 Human Resources Admin | 202,704 | 161,658 | 189,750 | 221,663 | 221,663 | 217,149 | -2.04% |
| 10030403 Recruitment & Retention | 396,734 | 397,229 | 443,887 | 622,610 | 622,610 | 632,496 | 1.59% |
| 10030404 Employee Relations | 462,101 | 533,197 | 502,196 | 571,481 | 633,647 | 887,713 | 55.34% |
| 10030501 Employee Benefits | 150,521 | 144,832 | 79,535 | 77,299 | 77,299 | 252,219 | 226.29% |
| 10030502 Liability Insurance | 3,980,358 | 2,228,038 | 4,412,392 | 5,593,947 | 5,593,947 | 3,881,527 | -30.61% |
| 10030503 Employee Safety | | 1,455 | 63,775 | | -97,500 | -365,901 | |
| 10030504 City's Health Plan | | 102,460 | 39,619 | | | | |
| 10030xxx Employee Training & Dev. | | | | | | 163,000 | |
| CS City Services | 5,585,947 | 3,977,427 | 6,046,923 | 7,429,633 | 7,470,351 | 6,054,401 | -18.51% |
| DEV Development | | | | | | | |
| 10030104 Development Services | | | | 272,719 | 372,719 | 287,080 | 5.27% |
| 10030201 Intergovernmental Relations | 213,795 | 205,086 | 235,665 | 381,782 | 386,230 | 426,780 | 11.79% |
| 10030301 Public Information | 159,432 | 141,078 | 167,086 | 239,839 | 339,839 | 309,583 | 29.08% |
| DEV Development | 373,228 | 346,164 | 402,752 | 894,340 | 1,098,788 | 1,023,443 | 14.44% |
| Other Funds | | | | | | | |
| 10330101 Donations-Administration | 90 | 3,694 | 1,515 | | 4,481 | | |
| 10330102 Donations-3/1 Marines Supp Com | | | 4,208 | | 90,106 | | |
| 20830301 HBTv3 | 412,508 | | | | | | |
| 70730101 Property Tax Override Refund | 21,899,366 | 428,484 | 334,574 | 50,000 | 56,126 | | -100.00% |
| 70730102 Howard Jarvis Taxpayers Assoc | | 250,000 | | | | | |
| Other Funds | 22,311,964 | 682,178 | 340,297 | 50,000 | 150,713 | 0 | -100.00% |
| General Fund | 7,145,639 | 5,142,604 | 7,313,450 | 8,779,783 | 9,041,590 | 7,526,839 | -14.27% |
| Other Funds | 22,311,964 | 682,178 | 340,297 | 50,000 | 150,713 | 0 | -100.00% |
| Grand Total(s) | 29,457,603 | 5,824,782 | 7,653,747 | 8,829,783 | 9,192,303 | 7,526,839 | -14.76% |